



# Event Details

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34301-0000008081	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
TDOH - Courier Service			
Start Time	Finish Time		
05/23/2014 15:02:25 CDT	07/16/2014 14:00:00 CDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services  
 312 ROSA L PARKS AVE  
 3rd Floor  
 NASHVILLE TN 37243  
 United States  
**Contact:** Nancy M Ternes  
**Phone:** 615/253-4008  
**Email:** Nancy.M.Ternes@tn.gov

## Event Description

This event is to bid for a one (1) year contract for agency: Tennessee Department of Health  
 Specifications and terms & conditions are attached.  
 Agency Contact: Karen Olive at Karen.Olive@tn.gov  
 Jamie Stanley at Jamie.Stanley@tn.gov  
 Procurement Contact: Nancy Ternes at Nancy.M.Ternes@tn.gov

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.  
 DEPARTMENT OF REVENUE REGISTRATION FOR SALES AND USE TAX  
 Please: ensure you are registered with the Department of Revenue, and have a certificate to provide with your bid.  
 The following links and phone number will be helpful to better assist you with any questions:  
<https://apps.tn.gov/bizreg/> E-mail help is also available at: TN.Revenue@tn.gov or  
 Contact the Department of Revenue's Electronic Commerce Hotline at (866)368-6374 or (615)253-0704.  
 The purpose of this Invitation to Bid Event/Source of Supply Event is to establish a term contract(s) to provide  
 State of Tennessee, with products and/or services as described in the attached terms, conditions, specifications,  
 price sheet.  
 A term contract means a contract in which a source or sources for supply are established for a specified period  
 at an agreed upon price(s).  
 If the Review and bid on this event link included in the e-mail notification does not work, please go to:  
<http://tn.gov/generalserv/cpo/>.  
 Click on Vendor Community then the Bid Opportunities link and log in with your vendor ID and password.  
 If you are not registered as a vendor click on the following link to register:  
<http://www.tn.gov/generalserv/cpo/vendreg.html>.  
 NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357.  
 Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of  
 inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to  
 maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep  
 current by logging into the Supplier Portal and making changes as needed.  
 Supplier Portal Link: <https://supplier.edison.tn.gov/> (Maintain supplier information).  
 Central Procurement Office Website: [www.tn.gov/generalserv/cpo](http://www.tn.gov/generalserv/cpo).  
 The website is constantly being updated with information to assist the agencies and vendors; you are encouraged  
 to check the website frequently.

## General Questions

Question	UOM	Best	Worst	Response
I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid. <b>IMPORTANT:</b> By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud. Required: Yes Mandatory Response: Yes		Yes		

## Response Comments

In preparing bid(s), All bidders shall comply with the requirements of T.C.A. Section 62-6-119 in Providing the specified information within the sealed bids. Any bid not in strict compliance with the requirements of T.C.A. section 62-6-119 shall be rejected.

Bids Over \$25,000.01 Requiring a Contractor's License

Bidder shall enter the following information:



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List your Company's Tennessee State Contractor License Number

List the License Classification(s) Applicable to Bid

List the License Expiration Date

Bidder shall enter the following information regarding the subcontractor, if applicable:

List the Subcontractor's Tennessee State Contractor License Number

List the License Classification(s) Applicable to Bid

List the License Expiration Date  
 Required: Yes Mandatory ResponseNo

### Response Comments

**Associated Terms:** **Tennessee Contractor License Information (Bids Over \$25,000.01 Requiring a Contractor's License)**  
 In preparing bids(s), all bidders shall comply with the requirements of T.C.A. Section 62-6-119 in providing the specified information within the Invitation to Bid. Any bid not in strict compliance with the requirements of T.C.A. Section 62-6-119 shall be rejected. Note: Submit additional subcontractor's information as an attachment to the bid.

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary) Please be sure to include the following information:

List the Service Organization:  
 List the Service Organizations Address:  
 List the Area(s) in TN that the Service Organization will Service:  
 List the Service Organizations Phone Number:  
 List the Service Organizations Toll Free Number:  
 List the Service Organizations Pager or Cell Phone:  
 List the Service Organizations Fax Number:  
 List the Service Organizations Email Address:  
 List the Service Organizations Website:  
 Required: Yes Mandatory ResponseNo



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Phone: 615/253-4008  
Email: Nancy.M.Ternes@tn.gov

#### Response Comments

Associated Terms:

#### **Service Organization**

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary)

Service Experience, Time in Business, Contracts

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the Description of Services. Please enter the information for three (3) comparable contracts on-going or completed within the last two (2) years.

Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.  
Required: Yes Mandatory Response No

#### Response Comments

Associated Terms:

#### **Service Experience, Time in Business - Contracts**

A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable contracts in the space provided below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.



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#### Technical Assistance

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

List the Name of the Technician/Service Representative

List the Technician/Service Representative Address

List the Technician/Service Representative Phone Number

List the Technician/Service Representative Toll Free Phone Number

List the Technician/Service Representative Pager or Cell Number

List the Technician/Service Representative Email Address

List the Technician/Service Representative Website  
 Required: Yes Mandatory ResponseNo

#### Response Comments

Associated Terms:

#### Technical Assistance

The vendor/contractor will furnish telephone technical assistance for the type of equipment or services requested within the time frame listed in the attached specifications following and without additional cost to the state.

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

A link to the Central Procurement Office's surveying tool is included in the Event Attachments. We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office. Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement.

Required: No Mandatory ResponseNo



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#### Response Comments

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website  
 Required: Yes Mandatory ResponseNo

#### Response Comments

Associated Terms:

#### Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name

List the Sub-Contractor's Address

List the Sub-Contractor's Contact Person

List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

No



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TDOH - Courier Service			
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Event Currency: US Dollar  
Bids allowed in other currency: No

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United States  
**Contact:** Nancy M Ternes  
**Phone:** 615/253-4008  
**Email:** Nancy.M.Ternes@tn.gov

### Response Comments

Associated Terms:

#### **Subcontracting: Responsibilities and Liabilities, Bond Required if Subcontracting**

Based on Tennessee Code Annotated 12-4-201, the vendor/contractor shall not enter into any subcontract for services, prior to or following award, without the written consent of the Central Procurement Office. It is also understood and agreed that no contract may be assigned, sublet, or transferred without the written consent of the Central Procurement Office. The awarded vendor/contractor is responsible for work, service, performance, injuries of employees and payment to the subcontractor.

The subcontractor shall be required to register with Central Procurement Office and provide proof of insurance in accordance with the insurance term and condition, if insurance is required.

All anticipated or actual costs incurred for subcontracting must be included in the bid price per line item. The vendor/contractor can only invoice for actual bid prices per line item; regardless of how much it has agreed to pay the subcontractor.

The successful bidder(s) will be required to furnish a Labor and Material Surety Bond issued by a surety company licensed to do business in the State of Tennessee in the amount of twenty-five (25) % of the total contract amount.

The Labor and Material Surety Bond shall be issued by a surety company licensed to do business in the State of Tennessee or an Irrevocable Letter of Credit from a state or national bank or state or federal savings and loan association having its principal office in Tennessee; or any state or national bank or state or federal savings and

loan association that has its principal office outside this state and that maintains one (1) or more branches in this state which are authorized to accept federally insured deposits may be accepted by the Central Procurement Office in lieu of a performance bond. The terms and conditions of any letter of credit shall be subject to the approval of the public official named in the contract. The form of such letter of credit shall be provided by the bank or savings and loan association and may be based on either the uniform commercial code, Tennessee Code Annotated, Title 47, Chapter 5, or the ICC Uniform Customs and Practice for Documentary Credits (UPC 500). All letters of credit shall be accompanied by an authorization of the contractor to deliver retained funds to the bank issuing the letter.

The Labor and Material Surety Bond or Irrevocable Letter of Credit shall be furnished to the Central Procurement Office within ten (10) business days after the request. The Labor and Material Surety Bond or Irrevocable Letter of Credit will insure that the contractor will pay for all labor and materials used by the contractor, or any immediate or remote subcontractor under the contractor, in such contract, in lawful money of the United States.

In the event that the Bidder does not indicate that they would be subcontracting and therefore no bond was received, the state reserves the right to request a Labor and Material Surety Bond from the vendor/contractor in the event that a subcontractor submits a claim against the vendor/contractor's surety bond to the Central Procurement Office due to



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TDOH - Courier Service			
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05/23/2014 15:02:25 CDT	07/16/2014 14:00:00 CDT		

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non-payment. If requested, the vendor/contractor will be required to submit a Labor and Material Surety Bond in the amount specified in the request letter within ten (10) business days.

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Required: Yes Mandatory Response: Yes

Yes

#### Response Comments

Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory Response: No

#### Response Comments

Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of:

A. An indictment, judgment, conviction, or a grant of immunity, including pending actions, for any business related conduct constituting a crime under local, state or federal law?

Note: If answering "yes" ", describe using additional pages and attach to this bid.

Required: Yes Mandatory Response: No

No

#### Response Comments

Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of:

B. A federal, state, or local government suspension or



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### PeopleSoft Strategic Sourcing

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Event Round	Version		
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TDOH - Courier Service			
Start Time	Finish Time		
05/23/2014 15:02:25 CDT	07/16/2014 14:00:00 CDT		

**Event Currency:** US Dollar  
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debarment, rejection of any bid or disapproval of any proposed subcontract, including pending actions, for lack of responsibility, denial or revocation of prequalification or a voluntary exclusion agreement?

Note: If "yes", describe using additional pages and attach to the bid. No  
Required: Yes Mandatory ResponseNo

#### Response Comments

Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of:

C. Any federal or state determination of a violation of any public works law or regulation, or labor law or regulation, or HIPAA, or any OSHA violation deemed "serious or willful?"

Note: : If "yes", describe using additional pages and attach to the bid. No  
Required: Yes Mandatory ResponseNo

#### Response Comments

Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of:

D. A federal, state, or local government suspension or revocation of any occupational or professional license, certificate, registration or permit, or the voluntary submission of same in connection with any governmental disciplinary action, or the governmental imposition of a civil penalty or fine?

Note: If "yes", describe using additional pages and attach to the bid. No  
Required: Yes Mandatory ResponseNo





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Event Round	Version		
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### Response Comments

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### Line Details

Line: 1 Item ID: 1000164650 Line Qty: 27000. UOM: Each  
Required: Yes Reserve Price: No

Bid Qty: 27000

Description: Courier Service, (Hospitals) pick-up and delivery 7 days a week, Sunday through Saturday, 24 hours per day, with delivery to DOH Laboratory Services, Sunday through Saturday, 24 hours per day, EA = charge per pick-up trip

Question	UOM	Best	Worst	Response
What is the unit price of this item?				
Required: Yes Mandatory Response: No				

Response Comments

Line: 2 Item ID: 1000164649 Line Qty: 9000.0 UOM: Each  
Required: Yes Reserve Price: No

Bid Qty: 9000

Description: Courier Service, (County Health Departments) pick-up and delivery Monday through Friday (5 days/week), with delivery to one of three DOH laboratories Monday through Saturday (6 days/week), 24 hours per day, EA = charge per pick-up trip

Question	UOM	Best	Worst	Response
What is the unit price of this item?				
Required: Yes Mandatory Response: No				

Response Comments



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### Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		



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Event Round	Version		
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## Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the state's Supplier Portal or the information will be submitted in writing and mailed to one of the following addresses:

If the supplier is actively bidding but has not yet been awarded a purchase order or contract, please submit changes to the following address:

Tennessee Department of General Services  
Purchasing Division  
3rd Floor Tennessee Tower  
Nashville, TN 37243

If the supplier is currently doing business with the state please submit changes to the following address:

Department of Finance and Administration

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

4. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that he/she is a legal citizen of the United States or Permanent Resident Alien and that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

Last Updated: 06/11/2009